

WORK PERMIT APPLICATION FORM

Name of Applicant

Address

.....

Post Code Tel No.

Date of Birth Name of School

IT IS IMPORTANT BEFORE COMPLETING THIS FORM THAT YOU READ THE GUIDE TO CHILD EMPLOYMENT. THANK YOU.

Part 1. **TO BE COMPLETED BY THE EMPLOYER** MUST BE COMPLETED IN FULL

Name and address of business premises where child is employed

.....

Post Code Tel No.

E-mail address

YOUNG PERSON'S JOB DESCRIPTION

Date Employment Started

Does the applicant have another job? **Yes/ No**

If Yes, where?

DETAILS OF HOURS TO BE WORKED DURING TERM TIME:

	MON	TUE	WED	THUR	FRI	SAT	SUN
Times From/To							
No of Hours							

DETAILS OF HOURS TO BE WORKED DURING SCHOOL HOLIDAYS:

	MON	TUE	WED	THUR	FRI	SAT	SUN
Times From/To							
No of Hours							

* Variable hours must remain within the legal limits.

EMPLOYERS DECLARATION

I hereby make an application for a work permit for the above named child. I have completed a risk assessment of the job detailed above as applicable to this applicant. I will provide a copy to the parents if requested. I am aware of the bylaws concerning the employment of young people. I declare that the above information is true.

Print Name Print Position.....

Signed Date

Part 2. PARENT/GUARDIAN DECLARATION

I hereby consent to (Print Name) applying for a work permit for the job as described. I am not aware of any medical problem which would affect his/her ability to carry out this work in a safe manner. I understand that, should I ever become aware of such a problem, I will notify the Education Welfare Service immediately.

The applicant is responsible for ensuring that both part 1 and part 2 of this form are fully completed before it is submitted.

Print Name Mother/Father/Guardian

Signed Date

Completed form should be returned to the address below:

**CHILD EMPLOYMENT
Second Floor, Milford House
Pynes Hill
Exeter
EX2 5TH**

Tel: 01392 287223

FOR OFFICIAL USE ONLY

Part 3

School Attendance Check: Attendance rate:..... EWO notified:

EWS has no reason to believe that working within the legally permitted hours will affect this pupil's education, and, therefore, agrees to a work permit being issued. If it appears that his/her school work or attendance deteriorates, either to below 93% or due to unauthorised absence, as a result of part-time employment, the Education Welfare Service will be contacted.

	YES	NO
Conditions and Working Hours checked:	<input type="checkbox"/>	<input type="checkbox"/>
Work Permit issued:	<input type="checkbox"/>	<input type="checkbox"/>
Work Permit Number		
Signed	Date	